

SAPC-10101

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MEMORANDUM FOR: Director of Material

26 November 1970

SUBJECT : Procedure for Local Procurement in Europe

25X1A2g

1. You will have seen and we have discussed two messages I have sent out which touch on the subject of local procurement in Europe. One was a reply to a cable from [REDACTED] on supply procedures in general, the other 25X1A6b contained a proposal to formalize our arrangements with the [REDACTED] for the handling on our behalf of AQUATONE business including local procurement in [REDACTED]. This memorandum is to request that you, in coordination with the Project Director of Administration and the Project Comptroller, draft a message to go to [REDACTED] on the procedures to be followed on the handling of local procurement in [REDACTED].

25X1A6a

25X1A2g

25X1A6a

25X1A6b

25X1A6a

2. I believe this can be a relatively brief message and the rules of procedure prescribed from here can be quite simple so as to allow the Material Officers of the two detachments and witting personnel of the two stations considerable flexibility in working out their arrangements. I should think that the minimum essentials which we should prescribe would be (a) minimum information to appear on a simple form of requisition, (b) a rather generous financial limit on the magnitude of any single requisition which can be levied by a detachment upon one of the procuring offices without prior headquarters approval, (c) a procedure for sending a carbon copy of each requisition after procurement has been accomplished, or some other satisfactory record, to this headquarters, (d) a procedure for advancing funds to or reimbursing the procuring office from AQUATONE funds.

3. Since most local procurement will presumably be requested and carried out without any prior headquarters approval of individual items or amounts, the Project Comptroller should consider the wisdom of (a) establishing an upper limit to the total amount of such procurement undertaken by each detachment, with provision that the limit could be increased from time to time as the need was demonstrated. He should also consider an extremely brief periodic report (monthly?) of estimated total value of such procurement requested by the detachments.

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4. You will doubtlessly wish to consider any guidance that should be furnished and any limitations that should be imposed on the detachments as to the character of items that are authorized to be requisitioned without prior headquarters approval. For instance, we would probably wish to know in advance if they plan sizeable expenditures for recreational supplies or for other items not directly related to their support in the performance of their primary mission.

RICHARD M. BISSELL, JR.  
Project Director

RMB:dja

1-Addressee

2-Dop. Pro. Dir.

3-Pro. Dir. of Admin.

4-Pro. Dir. of Operations

5-Pro. Comptroller

6-Contracting Officer

7-RMB Chrono

8-

25X1A9a

9-Proj. Chrono

~~SECRET~~